

Technical Training Competency 1.7

Competency 1.7 Technical training personnel shall demonstrate the ability to develop training materials to support the presentation of classroom, OJT, self-study, or laboratory training.

1. Supporting Knowledge and/or Skills

- a. Determine the purpose and scope of the training presentation.
- b. Develop the lesson plan or training guide to support the identified skills and knowledge required by the trainees.
- c. Develop the supporting media and materials such as overhead slides, student handouts, flip-charts, etc.
- d. Validate the adequacy and accuracy of the materials through review and approval by subject matter experts.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read Attachments 19, "Training Methods" 20, "Sample Lesson Plan Format - Classroom" 21, "Sample Lesson Plan Format - OJT" and 26, "Training Media," of DOE-HDBK-1078-94, U.S. Department of Energy Standard, *Training Program Handbook: A Systematic Approach to Training*.

Read Appendix B, "Instructional Media," and Appendix D, page D-8, of *The Occasional Trainer's Handbook*.

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Review page 3-18 (Validating Materials) of *The Occasional Trainer's Handbook*.

EXERCISE 1.7-A Complete the exercise provided in Section 3.0 of *The Occasional Trainer's Handbook*.

3. Summary

Review Attachment 25, "Lesson Plan Checklist," of DOE-HDBK-1078-94, U.S. Department of Energy Standard, *Training Program Handbook: A Systematic Approach to Training*. Apply the summary to (1) the outcome of the exercise listed above under the self-study activities and (2) your past experience in the design phase of training.

4. Exercise Solutions

EXERCISE 1.7-A Complete the exercise provided in Section 3.0 of *The Occasional Trainer's Handbook*.

ANSWER 1.7-A None required.